

**Council Meeting**  
**August 8, 2016**  
**7:00 p.m.**

The regular meeting of Mayor and Council was held on the above date and time with Council members Carrow, Dias, and Fletcher present with Mayor Letterman presiding. Ms. DeBenedictis was excused from the meeting by the Mayor. Town Foreman Hurlock, Chief Hill, Recording Secretary Sue Muncey, Town Solicitor Scott Chambers, Cordell Carr, Nick Oloo, and Sandra DeLane were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mrs. Muncey led the Pledge of Allegiance.
3. **Approval of Minutes** –

*Mr. Carrow made a motion to approve the Town Council Meeting minutes of July 11, 2016, the Economic Development Committee Meeting of July 26, 2016, and the Personnel Committee Meeting of July 27, 2016. Mr. Dias seconded the motion. Motion carried unanimously.*

4. **Approval of Income and Expense Report** –

*Mr. Dias made a motion to approve the Income and Expense Report. Mr. Fletcher seconded the motion. Motion carried unanimously.*

5. **Communications** – Mr. Letterman read the Communications. The first was a note from Esther Clark dated August 5, 2016 thanking the town for fixing her street light so fast. The second is an invitation from the DEMEC Board of Directors inviting the Council to the 22<sup>nd</sup> Annual Dinner Meeting to be held on September 21, 2016 at the Dover Downs Hotel. Social hour at 5:30 p.m. Dinner at 6:30 p.m. Presentation topics will be Challenges and Opportunities for Public Power and Municipal Retail Rate Design.
6. **Report of the Chief of Police** – No Report
7. **Report of the Town Foreman** – No Report
8. **Report of the Town Solicitor** –  
Mr. Chambers stated he is working on a couple of projects for the Town.
9. **Report from Inspections/Enforcement** –  
Mr. Hurlock stated there is nothing pending in L&I. We are just keeping up with the grass. We are notifying customers. It has been raining a lot so the grass is growing. We are issuing permits for new homes. There has been a push in Old Country Farms. Mr. Letterman commented on blowing grass into the street. One individual is really bad about it. Mr. Hurlock stated he is going to ask for the Chief's help. Mr. Hurlock stated he sends letters. The street sweeper doesn't

pick it up and it clogs the storm drains. Mr. Carrow asked about the grass along the railroad on Bassett Street. Mr. Hurlock stated he will ask for the Chief's assistance. Mr. Carrow asked if we have the equipment. We are currently cutting Liberty Knoll II and the apartment lot area. We are cutting to appease the residents. We don't have the proper equipment to cut this volume. Mr. Hurlock stated to the Council if they are aware of an area to be cut to contact him or Tiffany to start a work order.

#### **10. Reports from Members of Council**

- a. Report from Electric Committee** – Mr. Letterman stated a resident has a complaint about electric bills. She asked to have bills extended to 30 days for payment and questions the late fee. Ms. DeBenedictis will call an Electric Committee Meeting once she is back. Mr. Hurlock stated a fuse is going out. Mr. Dias is aware of this. They believe the problem has been corrected. Mr. Hurlock stated a wire was replaced due to an underground fault in Wheatley's Pond. A few customers were without power for 24 hours. A contractor was called in to fix. We lost a primary between two transformers. A work order has been signed for \$18,000. We have the money in the Electric Capital Reserve account to cover this.
- b. Report from Street Committee** – Mr. Fletcher stated a meeting is scheduled for August 18, 2016 at 6:30 p.m. to discuss handicap parking at 405 West Street.
- c. Report from Water & Sewer Committee** – Mr. Fletcher stated there is a hole in Duck Creek Road. The sewer is collapsing. Mr. Hurlock stated the security system is complete and a fence is around the water treatment plant. Mr. Letterman stated a grant was issued for this work.
- d. Report from Equipment Committee** – Mr. Dias stated the purchase of a new truck is under New Business.
- e. Report from Personnel Committee** – Mr. Carrow stated we had a meeting on July 27, 2016. He has a meeting with the Town Solicitor on August 12, 2016 at 1:00 p.m.
- f. Report from Police Committee** – Mr. Dias stated the officers are keeping busy. There is a Police Committee Meeting scheduled for August 16, 2016 at 6:00 p.m. Mr. Carrow stated he works until 7:00 p.m. that day. Chief Hill asked Mr. Carrow if he was contacted about the meeting. Mr. Carrow stated no.
- g. Report from Budget Committee** – Mr. Fletcher stated a Budget Meeting is scheduled for August 15, 2016 at 7:00 p.m. to do a "1/2 year" review of the 2016 budget.
- h. Report from Economic Development Committee** – Mr. Carrow stated he will discuss under New Business. The next Economic Development Committee meeting is scheduled for August 23, 2016 at 7:00 p.m.
- i. Report from DEMEC** – Mr. Letterman read the invitation under Communications.
- j. Report from Board of Adjustments** – Mr. Hurlock stated there was no business.

- k. Report from Planning & Zoning Committee** – Mr. Hurlock stated they are working on the revisions to the Zoning Ordinance regarding signs and the comp plan. Mr. Letterman stated the next meeting is September 28, 2016. A comp plan meeting will be scheduled in September or October.
- l. Appeals Board** – Mr. Hurlock stated there was no business.

#### **11. Unfinished Business –**

- a.** Mr. Letterman stated we have the following: Second Reading of an Ordinance and motion to vote. (1) Adopt changes to the Zoning Ordinance and the Subdivision Ordinance to make references to the Planning & Zoning Committee consistent throughout both documents, (2) Adopt changes to the Zoning Ordinance and the Subdivision Ordinance that sets forth the time period within which the Town Council must hold a public hearing on amendments to the Zoning Ordinance and the Subdivision Ordinance, and (3) Adopt changes to the Zoning Ordinance and the Subdivision Ordinance that sets forth the time period within which the Planning & Zoning Committee must hold a public hearing on preliminary subdivision plans. Mr. Letterman read the changes consistent with the first reading held on July 11, 2016.

*Mr. Fletcher made a motion to accept all the changes to the ordinance as read. Mr. Dias seconded the motion. Motion carried unanimously.*

#### **12. New Business**

- a. Discuss and motion to vote on purchase of new electric truck for Public Works** – Mr. Hurlock stated this is for a 2016 Retail Chevrolet Silverado 3500 HD 4WD Double Cab 158.1” Work Truck for \$42,880.00. This is an electric service truck to be paid for through Electric Capital Reserves. This did not go out to bid because it is under State contract. The snow plow will be purchased in the future from Municipal Street Aid Fund. This vehicle is the same as the last vehicle purchased. Mr. Letterman stated this is replacing a vehicle. The seat in the current vehicle is deplorable. Mr. Letterman suggested to the Equipment Committee Chairperson to review the condition of the work truck seats. Mr. Hurlock stated one vehicle will be put out to bid. Again Mr. Hurlock stated this is coming from the Electric Capital Reserve Fund. Mr. Fletcher asked if it was a plow truck. Mr. Hurlock stated each truck has a plow.

*Mr. Dias made a motion to purchase a 2016 Chevy truck out of the Electric Capital Reserve Fund. Mr. Carrow seconded the motion. Motion carried unanimously.*

- b. Discuss and possible motion to vote on purchasing building located at 310 S. Bassett Street** – Mr. Letterman stated this has been removed from the agenda.

- c. **Request from Economic Development Committee. Discuss and possible motion to vote to grant Committee permission to solicit donations for purchase of town clock and Town to handle the site preparation and installation of clock. Location to be at Town Park – Main Street and N. Bassett Street** - Mr. Carrow stated we are trying to dress up the Town. A clock in Town will show pride. This will be a four-sided clock. A contractor company will assist with the donations. The cost of the clock is \$26,500. This will take a couple of years to do. There are different levels of donations from \$300.00 to \$750.00. You would get the following with each level of donation: \$300.00 – a miniature desk clock with a plaque of Clayton on it; \$500.00 – a miniature desk clock with a plaque of Clayton on it and your name/business engraved on the base of the Town clock; or \$750.00 – a miniature desk clock with a plaque of Clayton on it, two gold pens, and your name/business engraved on the base of the Town clock. There were three locations that were being considered for the clock. Two were privately owned. We decided on the Town Park located at N. Bassett Street and Main Street. The private property issues were discussed at the Economic Development Committee meeting. We are asking Council to endorse. To support the committee and have Public Works run the electric and set the small footer. We are asking for endorsement on the project, solicit the funds, and adopt the location. Mr. Letterman asked about the funds collected. Mr. Carrow said we will set up a special fund to track. Mr. Letterman stated we will have the auditor to check off on it. Have a separate line item. Chief Hill stated to set up a GL and draw. Mr. Carrow stated the committee will do the advertising. They will do all the soliciting. Maybe we could put a flyer out with one of the utility bills. Mr. Letterman asked if we do not collect enough to purchase a clock what will happen to the collected fund. Mr. Carrow stated we have a step down clock. Mr. Letterman stated, “We would keep a list of all the donators in case we have to give it back?” Mr. Carrow stated yes. Mr. Letterman asked Jeff. Mr. Hurlock stated yes we can assist with the electric and pouring the foundation. Mr. Letterman asked the weight of the clock. Mr. Carrow stated it was four sided and cast iron. Once placed the Town will handle the maintenance. Mr. Fletcher asked about insurance. Will the Town cover? Mr. Carrow stated this is the same as every other committee. This will be the Town clock. Mr. Hurlock stated we would let the insurance company know.

*Mr. Carrow made a motion to ask the Council’s permission for the Economic Development Committee to pursue soliciting donations for the Town clock, for the Town to assist with the site preparation and installation of the clock, and approve the location at the Town Park – Main Street and N. Bassett Street. Mr. Dias seconded the motion. Motion carried unanimously.*

**13. Public Forum** – No comments during the public forum.

**14. Adjournment** – Mr. Letterman asked if there was any further business. He asked for a motion to adjourn.

*Mr. Dias made a motion to adjourn the meeting. Mr. Carrow seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:40 p.m.*

Recording Secretary,

Sue Muncey